

**MINUTES**  
**PARKS AND RECREATION COMMISSION**  
**February 9, 2016**  
**City Council Chambers**

**A. CALL TO ORDER:**

The meeting of the Parks and Recreation Commission of the City of Woodstock was called to order by Chairman Mike McCleary at 7:03 p.m. on Tuesday, February 9, 2016 in the Council Chamber at City Hall.

**B. ROLL CALL:**

**COMMISSION MEMBERS PRESENT:** Bruce Farris, Chris Neuhart, Peter Riis, Vice-Chair Steve Erwin, and Chairman Mike McCleary.

**COMMISSION MEMBERS ABSENT:** None.

**STAFF PRESENT:** Recreation Director Dave Zinnen, Parks & Facilities Superintendent Ernie Nelson, and Chief Deputy Clerk Jane Howie.

**OTHERS PRESENT:** Alissa Benedict

**C. FLOOR DISCUSSION:**

**1. Public Comments:** None.

**2. Commission Members comments for any item not on the Agenda:** Woodstock High School Design & Development students will be attending our May 10 meeting. In April they'll be at the City Council meeting to discuss the bike path from Crystal Lake to the Woodstock Square.

**D. APPROVAL OF MINUTES:** Motion by Peter Riis, second by Steve Erwin to approve the minutes of the December 8, 2015 meeting as presented. Ayes: Bruce Farris, Chris Neuhart, Peter Riis, Vice-Chair Steve Erwin, and Chairman Mike McCleary. Nays: None. Abstentions: None. Absentees: None. Motion passed.

**E. TRANSMITTALS:**

1. Recreation Department Report for January 2016
2. Parks Division Report for January 2016

**F. OLD BUSINESS:**

1. WGSF presentation of revised scoreboard specs for Bates #4:  
Alissa Benedict, President of Woodstock Girls Softball. League stated they want to install two scoreboards at Bates Park; however, they didn't get funding for two scoreboards; they only got funding for one... They wanted to have the board installed on Field #3, left of center field. Their plan was to use 'I' beams so this could allow for another board to be installed at a later date on Field #2. Hand-outs proposals for scoreboard, certified install com. Those 2 together = \$10,000. There are two handheld controllers for softball, and for other user groups. They'd have to rent or

purchase their own. They are asking for approval to move forward for Field #3. They had hoped to do scoreboard installation at Fields 3 & 4 together.

M. McCleary asked if these photos are similar to the signs at current scoreboards. A. Benedict said, yes, they are similar to those at Merryman Field Park & Roskie Field @ Bates Park. The company doesn't require their name on scoreboard. M. McCleary commented that they've got space to use and they have a sponsor.

B. Farris asked if they'll have to hire someone when they're able to install a scoreboard on the other side. A. Benedict said they know someone in construction that could install the scoreboard. This would save costs from hiring Time Out Services. All he'd have to do is watch the installation video and he'd be able to follow the instructions to do it. That's the plan.

M. McCleary asked, if you installed it yourself, (this construction person) what's the liability on the warranty? A. Benedict said they did ask about warranty. They were told they just need to hire a licensed / bonded person to meet the warranty.

S. Erwin showed a photo of a scoreboard that he got from the Nevco site. Alissa has a photo of the scoreboard from Merryman Fields Park & Roskie Field. M. McCleary asked if they have an install date yet.

A. Benedict said it depends on the weather. They're hoping for early April so it's available for the season. She said the signs will go above & below the scoreboard. B. Farris asked how tall I-beams are. M. McCleary said they're two 25 foot I-beams.

P. Riis asked E. Nelson what kind of work he and J. Van Landuyt have to do to get ready for this project. E. Nelson said they would start with requesting that locates are done. They could confirm with S. Parker in Sewer & Water Maintenance, and check with the Fiber Optic project. But, there shouldn't be any interference.

P. Riis asked if the Commission approves this tonight, does it go to City Council. M. McCleary said, right now this is paid for, so, yes, it would go to City Council next year. E. Nelson said if this is a donation, this cost would come from user fees.

P. Riis asked about when the batting cage went to City Council. D. Zinnen explained that there's a dollar limit. P. Riis asked if the dollar amount is 10,000 and higher.

M. McCleary said if it's under \$10,000. There might not be any action needed.

D. Zinnen explained that City Council doesn't need to deal with items under \$10,000.

Alissa said they need to have artwork. Can they proceed with something for WGS� on the scoreboard? Who should she work with?

M. McCleary said they should work with D. Zinnen and E. Nelson.

P. Riis asked if WGS� will have to come back for the next scoreboard. M. McCleary said yes.

A. Benedict thanked the Commission for their time and consideration.

## 2. Park Master Plan Chapter 2:

M. McCleary about the name change in D. Zinnen's title; Director of Health, Fitness & Recreation. M. McCleary asked if the Commission needs to do an official name change. D. Zinnen said no.

P. Riis noted that in youth B-ball program, up to 42 teams, how much growth. D. Zinnen explained that the numbers stayed the same but they didn't have enough coaches. The increase was in number of teams. In the past there were eight kids per team. This year we were short coaches in some leagues, so some teams have 10 kids. There were about 380 kids last year.

D. Zinnen said they're getting 10-15 kids from feeder programs. Some played on feeder teams and not recreation groups. What was surprising, there were eighty-two 1<sup>st</sup> and 2<sup>nd</sup> grade boys, thirteen 1<sup>st</sup> & 2<sup>nd</sup> grade girls. We do skills nights on Saturday they have their games with 2 teams. Thought we did something wrong. Boys & girls got same info. Normally that's a group of 30-35 girls. This is kind of surprising.

M. McCleary asked if there are any other questions.

C. Neuhart said he's a husband of a coach. Finding location for practices is next to impossible, is every school available? D. Zinnen said there are a lot of off season sports that are looking for practice times; baseball, soccer, etc. are all trying to utilize gym space. All school gyms are currently being used. D. Zinnen said many parents are upset with later practices, especially for the younger kids. They want practices to be done around dinner time, not start after dinner.

C. Neuhart wondered if the school district is shutting them out. D. Zinnen said yes, sometimes, because of their practices for baseball, basketball, & soccer. C. Neuhart talks to your school board reps. D. Zinnen suggested trying to let younger kids have one night of practice per week and the older kids have two nights. M. McCleary asked Commission members if they have any other questions for D. Zinnen; they did not.

Parks Division Report for January 2016. E. Nelson didn't have anything else to add. He mentioned that during the winter months, the Parks & Facilities Division handles more of the facilities responsibilities. Recently the Division assisted in preparing the basement in City Hall so that the Chamber of Commerce could move in. They assisted with the installation of new carpet, light fixtures, and completed some lock smith work.

M. McCleary asked if there was an update from J. Van Landuyt from the last meeting about Ryders Woods. He also asked if there are any updates regarding the Belcher property.

E. Nelson said he didn't get an update from J. Van Landuyt. D. Zinnen answered, regarding the Belcher property, the appraisal should be ready in the next couple of weeks.

B. Farris asked about inspections and guidelines to replace/repair facility lights, emergency lights. Does the Fire Department come in to inspect? E. Nelson confirmed, yes, they do.

M. McCleary asked if the Commission Old Business, Park Master plan, Chapter 2.

B. Farris a number of them don't have maps. We'll need a map for each one.

M. McCleary Chapter 1, page by page, 1<sup>st</sup> page, Introduction, Page 2 Banford Road Park, Bates Park. D. Zinnen we don't schedule Merryman. We'd prepare them. M. McCleary, 2<sup>nd</sup> page, bates park, 3<sup>rd</sup> line from bottom: Woodstock is repetitive, please correct.

Next page, Castle Road Park, undeveloped. Could you put a landing for Kishwaukee River for canoes. Davis Rd. Park, Dick Tracy Way Park, updated what's taken place.

Emricson Park, includes winter activities, special events,

Next page, Facilities, Woodstock Water Works, athletic facilities, volunteer improvements.

Fieldstone Drive Park, Haydn Street Park, Hennen Conservation Area, TLC currently leases. Spell out TLC, The Land Conservancy of McHenry County. Next page, Manke Lane Park, and Mary Ann Street Park, McConnell Road Park, and Merryman Fields Park.

B. Farris said there's some missing information and areas that need to be corrected. E. Nelson said staff will share update information. S. Erwin said, that some of the images of the maps & streets are super-imposed on each other. Please have that corrected. Park in the Square, Prairie Ridge Drive Park, Raintree Park.

P. Riis asked about the Dick Tracy Day event. It was explained that this is a new one-day event beginning in 2016 on July 2. It will be held in the Square

Raintree Park, Ryders Woods Park, Sesquicentennial Park, Silver Creek Conservation Area, Sunnyside Park. S. Erwin asked about the exact location and boundaries for Silver Creek Conservation Area. He said it appears that all the other parks have a defined boundary, except Silver Creek (according to the map provided). M. McCleary said there are defined boundaries but it's pretty much an open area. S. Erwin said the photo of McConnell Road Park just looks like a cloud. Like Silver Creek, I'm not quite sure of the area or boundaries. Please provide photos with better definition, if possible.

M. McCleary clarified that you have to go by basketball court to get to the park.

Sunnyside Park, Tara Drive Park, Tourist Park (nicknamed Mosquito Park) @ the corner of Hill Street & Jackson Street. M. McCleary asked if the swing set rusted out. D. Zinnen answered, yes it did. M. McCleary asked about the appropriate name for the Westwood Park. Should it be Westwood Conservation Area? D. Zinnen said that is correct. M. McCleary asked about the proper spelling of Ryders Woods Park. Should there be an apostrophe in or after Ryders? No apostrophe in the name. William C. Donato Conservation Area. Woodstock Community Recreation Center. M. McCleary asked if the City has to change the sign out in front of the building. D. Zinnen said they are hoping for a new sign. It will either read Woodstock Recreation Center, or just Recreation Center. D. Zinnen said they will take out the word Community from the Parks Master Plan. M. McCleary said the year needs to be updated to 2015 or 2016 in second paragraph.. Woodstock Water Works Family Aquatic Center. Should this read Woodstock Water Works? Just take Family out of the name? D. Zinnen said it's called Woodstock Water Works Aquatic Center. P. Riis said it's mentioned later on the page as the Aquatic Center. D. Zinnen said it is sometimes referred to as just the Aquatic Center.

M. McCleary said that's it for chapter 2. He asked D. Zinnen about his new title. M. McCleary asked D. Zinnen when his title changed. D. Zinnen said his title changed because the Rec Center is not just a health club. The City is trying to properly identify the center for what it really is. D. Zinnen to recognize Recreation Center as it expanded beyond just recreation programs. The department is also focusing on the health & fitness component of the department.

M. McCleary asked if City Council approved it. D. Zinnen said, yes, it was approved by City Council. B. Farris asked if there will be maps for all parks in the report. E. Nelson said he'll talk to J. Van Landuyt about this. S. Erwin said the map of Woodstock is very small and difficult to read. Is it possible to make the city map bigger? E. Nelson said he'll look into this.

S. Erwin asked if staff could have less detailed map so that they're easier to read. There's so much stuff on these maps one can't read street names.

M. McCleary asked if there are any questions or comments on the Park Master Plan, Chapter 2. The Commission did not have anything to add.

P. Riis said Chapter 3 is User Groups. B. Farris page 39 – page 49. 10 pages. M. McCleary asked if it would be possible for J. Van Landuyt to update Chapter 3, User Groups, and Chapter 4 by the March Commission meeting. P. Riis said Chapter 4 is only 2 pages and Chapter 5, Recommended Standards, is 4 pages. They all go together. M. McCleary said it depends on J. Van Landuyt's schedule. D. Zinnen said staff and the Commission need to review Chapter 6 so that we can start making decisions. This might take more than one month to get through. We have to discuss each part and we need to be realistic about how much money the City has under the current funding situation. P. Riis said the Commission needs to prioritize & put these items into categories of importance; A, B, C. Let's go that route instead of making a laundry list. M. McCleary said J. Van Landuyt did a good job so far. Now, we just need to bring it current to 2016.

D. Zinnen there's a lot that's been done over the last 10 years. There's been tremendous growth in building new parks. The City's Parks & Facilities Division is responsible for the majority of these areas.

M. McCleary said there's no New Business for the next meeting. Future Agenda should include discussion of Chapters 3 & 4 of the Parks Master Plan.

C. Neuhart asked if D. Zinnen had any information relating to CIP and/or Budget from City Manager, Roscoe Stelford. D. Zinnen said he'll be meeting with R. Stelford later this week. The Budget is this week. CIP is in 2 weeks. CIP is part of City Council discussion when they do their budget. There's an Operating & CIP Workshop in April. After that, information is forwarded to Administration. The Commission can discuss this and then it goes to City Council.

C. Neuhart asked about the \$100,000 turf campaign; will it be in budget. M. McCleary said the cost had been \$150,000 but it was reduced to \$100,000. At this point it's contingent upon District 200 having funds. Their Foundation group didn't have the funds so District 200 said no.

D. Zinnen said he doesn't know what the City does with the \$100,000 if it doesn't go to this project. C. Neuhart said if the Commission would have CIP recommendations; there are a lot of things we could address. P. Riis said it's in there as a placeholder. D. Zinnen you could make that recommendation that the \$100,000 goes toward Parks projects rather than giving the money to District 200. M. McCleary said it went before City Council in 2015. C. Neuhart said the monies should be in a general fund item. M. McCleary asked if the money would go for Recreation programs. Or, how much of it can be used? B. Farris asked if the statues in front of City Hall came out of parks fund. M. McCleary said this was a cultural enhancements. C. Neuhart has a problem with what happens to funds if they don't get used. Where does it go?

M. McCleary asked if renovation of field is on 'A' list. If money is not used does it go down to a 'B' item. P. Riis asked if money goes back into the general fund. C. Neuhart said J. Van Landuyt said it goes into a contingency fund. S. Erwin said the money is available when there's a demand. M. McCleary asked if the \$100,000 come out of another "A" item. E. Nelson said everything that we had marked to get completed got completed.

C. Neuhart asked if once the City Council agrees on CIP, do they decide what each department gets. So, if the City Council decides to fund project, the money will be there? If the money doesn't get spent, why should our part of the part not get spent for something else on our list.

D. Zinnen said they are hoping to get all the "A" items done, so that all the 'B' items get moved up. E. Nelson said all 'A' projects got funded in 2015.

D. Zinnen said bond payments get funded every year. You have to pay your bonds.

C. Neuhart asked if this is a budget workshop decision. If so, is there anything the this Commission can do to make a recommendation. D. Zinnen said, yes. The Commission can make a recommendation that that if the District 200 program doesn't work the Commission can decide where the funds should go. Just remember that everything the Commission suggests is just a recommendation.

E. Nelson mentioned that the Commission wants \$100,000 to go to parks stuff, not back into general fund if it's not used for the District 200 project. He wasn't sure if the money comes out of the parks fund or the general fund.. We won't know until after the budget workshop what the dollar amount is. D. Zinnen said its one big pot of CIP funds. Every department is in competition to get a portion of the money.

#### **G. NEW BUSINESS:**

#### **H. FUTURE AGENDA ITEMS:**

1. Tentative agenda items identified by Commission
  - a. Park Master Plan Chapters 3-4

#### **I. ADJOURN:**

Motion by B. Farris, second by C. Neuhart to adjourn to the Regular Parks & Recreation Commission meeting on Tuesday, March 8, 2016 at 7:00PM. Ayes: Bruce Farris, Chris Neuhart, Peter Riis, Vice-Chair Steve Erwin, Chairman Mike McCleary. Nays: None. Absentees: None. Abstentions: None. Motion carried. Meeting adjourned at 8:11 PM.